

Addendum # 21
to the Vigo County
Employee and Management
Handbook Dated October 2007

On July 15, 2014, the Vigo County Commissioners made the following addendum to the Vigo County Employee and Management Handbook Dated October 2007:

In Section VI – Subsection 6.11, titled Tobacco Free Workplace, the following section shall read:

6.11 **Tobacco Free Workplace**. In order to provide a healthy environment for County employees and citizens, the County has instituted a tobacco free workplace. This policy prohibits **any tobacco use** within 50 feet of County buildings or in County vehicles.

In addition, this policy prohibits the use of **any electronic smoking devices or any substance containing nicotine**. This ban includes smoking in any form through the use of tobacco products [pipes, cigars, and cigarettes] or vaping with e-cigarettes.

Violations of this policy will result in discipline up to and including termination.